

**OCCUPATIONAL THERAPISTS AFFILIATED CREDENTIALING BOARD  
VIA LIVE MEETING  
MINUTES  
NOVEMBER 1, 2011**

**PRESENT:** Mylinda Barisas-Matula (Live Meeting), Brian Holmquist, Deborah McKernan-Ace, Dorothy Olson, Corliss Rice (Live Meeting), Gail Slaughter (Live Meeting)

**EXCUSED:** David Cooper

**STAFF:** Tom Ryan, Executive Director; Sandy Nowack, Legal Counsel; Karen Rude-Evans, Bureau Assistant

**GUESTS:** Teri Black, WOTA

**CALL TO ORDER**

Brian Holmquist, Chair, called the meeting to order at 9:12 a.m. A quorum of 6 (six) members was confirmed.

**APPROVAL OF AGENDA**

**Amendments:**

- Under Item 4 (open session) – Approval of Minutes – delete pages 5-8 and insert Minutes of March 8, 2011
- Case Status Report (closed session) – insert at the end of the agenda

**MOTION:** Deborah McKernan-Ace moved, seconded by Dorothy Olson, to approve the agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES OF MARCH 8, 2011**

**Correction:**

- On page 2, under ELECTION OF OFFICERS, in the fourth line delete “David Cooper” and insert “Brian Holmquist.”

**MOTION:** Brian Holmquist moved, seconded by Deborah McKernan-Ace, to approve the minutes of March 8, 2011 as amended. Motion carried unanimously.

### **ELECTION OF OFFICERS AND BOARD APPOINTMENTS**

The election of officers and board appointments was postponed to the first meeting in 2012.

**MOTION:** Mylinda Barisas-Matula moved, seconded by Dorothy Olson to delegate authority to the highest ranking Board officer or, in the event no officer is available, the most senior professional member of the Board to appoint liaisons to the Department where knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

### **ITEMS FOR BOARD DISCUSSION**

#### **2010 AOTO Conference Report – Dorothy Olson**

Dorothy Olson reported on the 2010 AOTA Conference.

#### **Review of the Board's Practice Act and Rules**

The Board discussed updating their Practice Act and rules. Deborah McKernan-Ace and Mylinda Barisas-Matula will work with Sandy Nowack on this project. Terri Black, WOTA President, stated WOTA supports updating the rules.

#### **2011 WOTA Meeting Report - Mylinda Barisas-Matula and Deborah McKernan-Ace**

Mylinda Barisas-Matula reported that she and Deborah McKernan-Ace did not present at the 2011 WOTA meeting.

**MOTION:** Gail Slaughter moved, seconded by Brian Holmquist, to authorize Mylinda Barisas-Matula to submit a call for papers at the WOTA Conference in the fall of 2012. Motion carried unanimously.

## **ADMINISTRATIVE MATTERS**

### **Introduction of New Legal Counsel**

Tom Ryan introduced new Legal Counsel Sandy Nowack. Ms. Nowack gave a brief history of her background.

### **2012 Meeting Dates**

Tom Ryan reviewed the 2012 meeting dates with the Board.

## **INFORMATIONAL ITEMS**

No items to review.

## **PUBLIC COMMENTS**

Terri Black restated that WOTA fully supports updating the rules.

## **OTHER BUSINESS**

There was no other business.

## **CLOSED SESSION**

**MOTION:** Mylinda Barisas-Matula moved, seconded by Brian Holmquist, to convene to closed session to deliberate on cases following hearing (Wis. Stat. 19.85 (1) (a)); consider closing disciplinary investigation(s) with administrative warning(s) (Wis. Stat. 19.85 (1) (b), and Wis. Stat. 440.205); consider individual histories or disciplinary data (Wis. Stat. 19.85 (1) (f)) and to confer with legal counsel (Wis. Stat. 19.85 (1) (g)). Roll Call Vote: Mylinda Barisas-Matula-yes; Brian Holmquist-yes; Deborah McKernan-Ace-yes; Dorothy Olson-yes; Corliss Rice-yes; Gail Slaughter-yes. Motion carried unanimously.

The Board convened into closed session at 9:43 a.m.

**VOTING ON ITEMS CONSIDERED IN CLOSED SESSION IF VOTING IS  
APPROPRIATE**

**VERIFICATION OF EXAMINATION SCORES**

**MOTION:** Deborah McKernan-Ace moved, seconded by Dorothy Olson, to verify the oral examination scores. Motion carried unanimously.

**MONITORING**

There were no monitoring cases.

**CASE CLOSINGS**

There were no case closings.

**OTHER BUSINESS**

There was no additional business.

**ADJOURNMENT**

**MOTION:** Brian Holmquist moved, seconded by Deborah McKernan-Ace, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 12:06 p.m.